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TAB B

MAIL AND COURIER BRANCH

Daily Scheduled Runs - Messengers & Truck Drivers

BUILDING MESSENGERS

Messengers are assigned on a full time basis to specific buildings to pick up and deliver within that building all material classified up to and including secret.

MAIL SHUTTLE RUN (Truck Driver)

A truck driver is assigned to each of the two mail shuttle trucks on a full time basis.

LOCKSTEED RUN

A truck driver is assigned to a regularly scheduled eight hour run to handle material which cannot be handled through the regular courier service. Stops are made at the following points.

	No. Stops
Rosslyn Garage	1
Rosslyn Post Office	2
Gun Motor Pool	4
Gun Mail Room	4
Transportation (2WJ Alcott Hall)	4
Central Processing Branch (Davis Hall)	4
Procurement and Supply (Gun. 2)	4
25X1A [redacted]	1
	2
	1

POST OFFICE RUN

A truck driver is assigned to drive the four daily scheduled Post Office runs. Twenty three Post Office boxes in the following Post Offices are serviced: Georgetown, Southeast Station, Friendship, Ben Franklin, and the Main Post Office at Union Station.

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CIA CLASSIFIED TRASH RUN

25X1A

The Courier Section assigns a truck driver each week to drive the classified trash run. He is accompanied by a security officer and a labor crew. The classified trash is picked up each morning from the Security Vault in the rear of I Building and taken to [redacted] 25X1A A stop at each of the CIA buildings is made en route for the pickup of the classified trash. This assignment starts each morning at 6:30 AM and is completed at 5:00 PM. At least once every other week it is necessary that two drivers be assigned to this run because of the heavy work-load.

STATSPEC

[redacted] STENCIL RUN

A truck driver is assigned full time each day to effect five STATSPEC stencil pickups at [redacted] Quarters I, and to deliver them to the Reproduction 25X1A6d Plant, [redacted] At 4:15 he delivers newspaper clippings to Bldg I. Building. He then reports to the Courier Post in I Building and transports the couriers who have been working there back to Qua Building.

DECLASSIFICATION RUN # 2

One truck driver is assigned full time to accompany the courier on this run. He also handles the daily printing and Declassification classified trash run.

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